

Start Menu-Full Text

The Start Menu is the central link to the computer's programs, management tools, and file storage structure. The Start Menu can be opened by clicking the **Start Button** (see illustration at right) on the far left end of the **Taskbar** or by pressing the **Windows** icon at the left of the spacebar. Some of the items described in the table may have been turned off when Windows 7 was installed on the computers.



Start Menu Commands

Item	Description
All Programs	<ul style="list-style-type: none"> † This menu provides access to most of the programs and utilities that are installed on the computer. † These programs include: <ul style="list-style-type: none"> ✦ Programs installed as part of Windows 7. ✦ Programs installed by the computer manufacturer. ✦ Programs installed by you on the local computer.
Pinned Items Area	<ul style="list-style-type: none"> † This area is used to quickly access specific programs, folders, or files. † Links to these items can be added and removed from this list. † For information on adding items to the Pinned Items list, see the Pin Items to the Start Menu section of this document.
Jump List Indicator	<ul style="list-style-type: none"> † These are lists of recent items, such as files, folders, or websites, organized by the program that was used to open them. † Favorite items can be added (Pinned) to the Jump List so that they can be easily accessed. † This function is not active on the Windows lab computers.
Recently Opened Programs List	<ul style="list-style-type: none"> † This list displays links to the last 10 programs that you started. † The first time you log into Windows, the list will display links to some of the new and improved programs that come with Windows 7. † The items displayed here will vary depending on the edition of Windows 7 that was installed.
Computer-Management Tools	<ul style="list-style-type: none"> † These tools are used to make changes to the way the computer displays data or the way devices are configured. † Each of these tools is explained in the next five rows of this table.

Item	Description
Computer	<ul style="list-style-type: none"> † This feature is used to manage the computer's resources and to access files, folders and different disk drives. † Default drives can be specified. † Access to the Siena network is available in this area.
Control Panel	<ul style="list-style-type: none"> † This feature is used to change the appearance and themes for the desktop and other devices on the computer such as printers. † Changes to the way the mouse is configured can be made using this tool. † Several other options, such as Date and Time, can also be changed using this tool.
Devices and Printers	<ul style="list-style-type: none"> † This feature provides a list of the installed printers and faxes attached to the computer. † It provides for the ability to add additional printers and other devices.
Default Programs	<ul style="list-style-type: none"> † This tool is used to specify which programs are to be used by default for documents, email, and Web browsing.
Help and Support	<ul style="list-style-type: none"> † Use this feature to provide information on Windows 7, such as how to configure different parts of the operating system. † Help on items can be obtained by inputting the topic into the Search box.
Start Menu Search Box	<ul style="list-style-type: none"> † This feature provides a Search box that can be used to find programs, files, folders, and email messages that are stored on the computer. † This Search box is located at the bottom left corner of the Start Menu. † To locate an item, start inputting the information into the Search box. † A list of items or folders containing the input text will appear in the Start Menu.
Power Button Options	<ul style="list-style-type: none"> † This button appears in the bottom right corner of the Start Menu. † These options are used to Shut Down the computer or to perform other operations such as logging off.

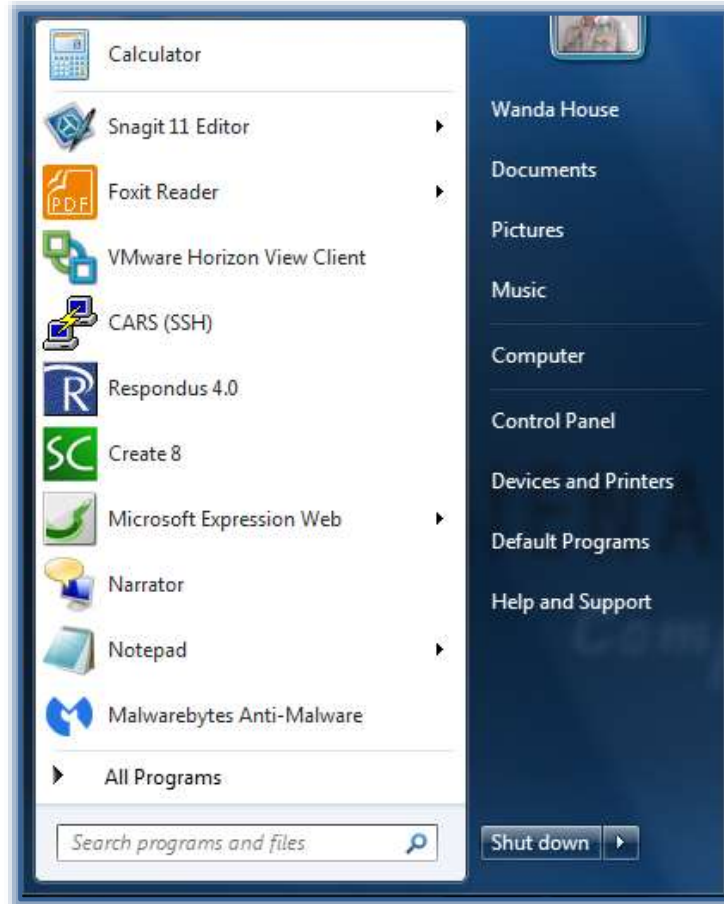
Customize the Start Menu

It is possible to add or remove items that appear on the right side of the Start Menu, such as Computer, Control Panel, and Pictures. Items that appear as links or menus can also be changed.

Pin Items to the Start Menu

One of the ways to create shortcuts to frequently used programs is to pin them to the Start menu. To do this:

- ✦ Click **Start** on the **Taskbar** (see illustration at right).
- ✦ The **Start Menu** will appear (see illustration below).



- ✦ Click **All Programs** in the **Start Menu**.
- ✦ A list of programs will display on the **left side** of the **Start Menu**.
- ✦ Click the **Microsoft Office** folder.
- ✦ A list of **Microsoft Office** programs will display.
- ✦ Right-click on any program in the **Microsoft Office** list such as **Word** or **Excel**.
- ✦ Choose **Pin to Start Menu** from the shortcut menu list that appears.
- ✦ The item will appear above the line on the left-hand side of the **Start Menu**.

NOTE: Other programs can also be pinned to the Start Menu by selecting that program from the All Programs list.

Remove Pinned Items from the Start Menu

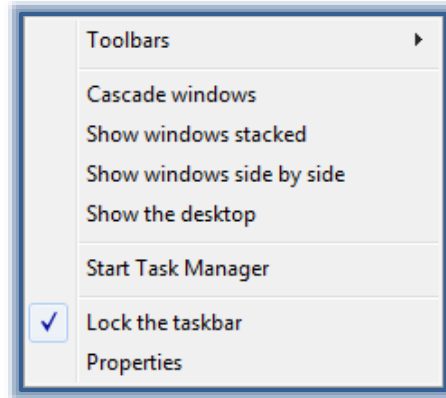
- ✦ Click **Start** on the **Taskbar** (see illustration at right).
- ✦ Right-click on the program icon for the program that is to be removed.
- ✦ Choose **Unpin from Start menu**.



Move the Start Button and Taskbar

The Start button is located on the Taskbar. Although it is not possible to remove the **Start** button from the **Taskbar**, it is possible to move the **Start** button along with the **Taskbar** to a different location.

- ✦ **Right-click** an **empty space** on the **Taskbar**.
- ✦ A shortcut menu of commands will appear (see illustration below).



- ✦ Click the **Lock the Taskbar** link to remove the check mark.
- ✦ Click an **empty space** on the **Taskbar**.
- ✦ Hold down the mouse button.
- ✦ **Drag** the **Taskbar** to one of the four edges of the desktop.
- ✦ When the **Taskbar** is in the desired location, release the mouse button.
- ✦ **Right-click** the **Taskbar** and then click **Lock the Taskbar**.
- ✦ **Locking the Taskbar** prevents it from being moved or resized accidentally.



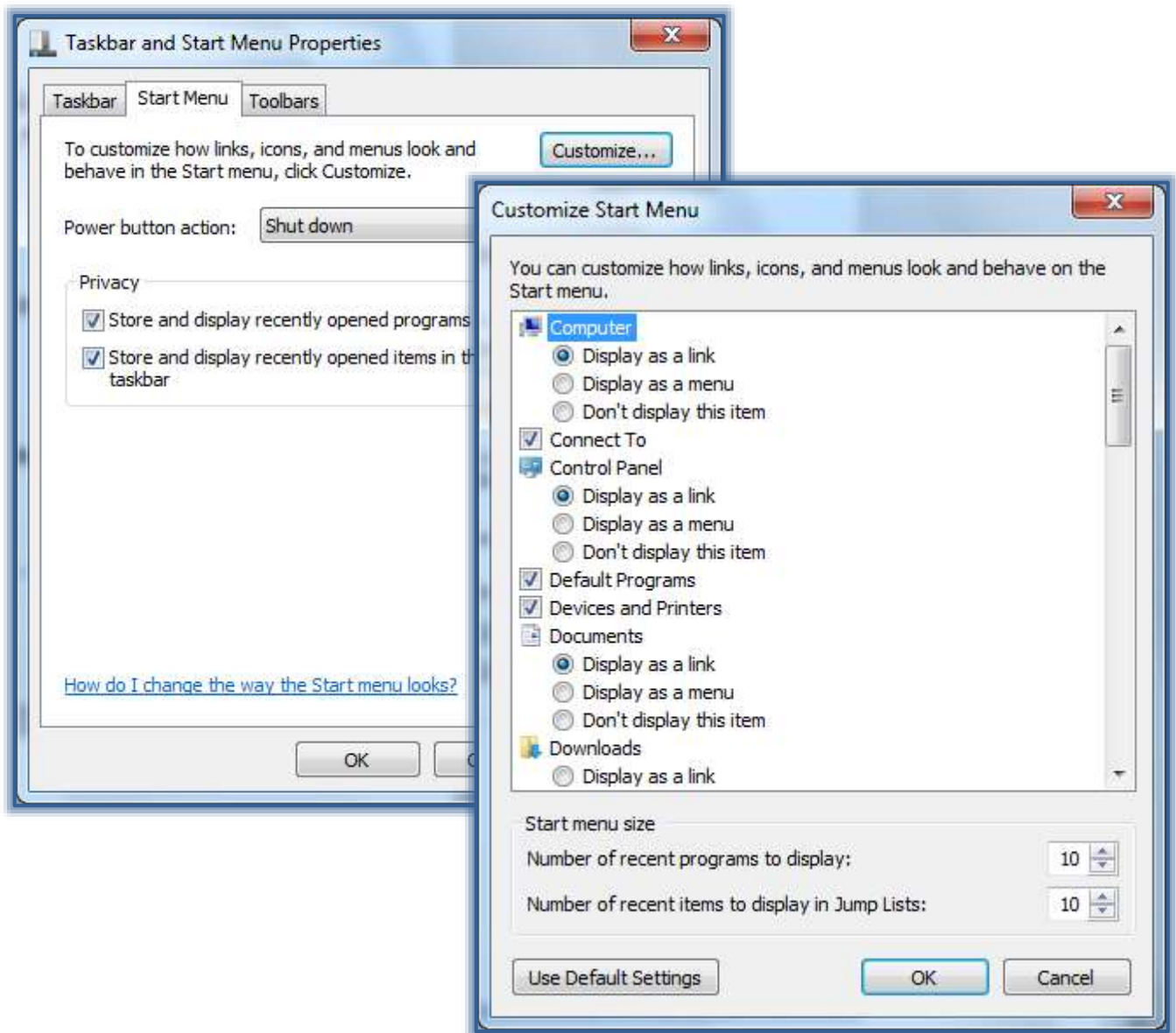
Add Recent Items to Start Menu

- ✦ Right-click the **Start** button on the **Taskbar** (see illustration at right).
- ✦ Choose **Properties** from the list of options
- ✦ The **Taskbar and Start Menu Properties** dialog box will display (see illustration on next page).
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and Taskbar** check box under **Privacy**.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear (see illustration on next page).
- ✦ Scroll through the list of options to locate the **Recent Items** check box.
- ✦ Click the check box for **Recent Items**.
- ✦ Click **OK** twice to exit both dialog boxes.

Clear Recently Opened Files or Programs from Start Menu

When a file or program is cleared from the Start menu it is not deleted from the computer.

- ✦ Right-click the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Store and Display Recently Opened Items in the Start Menu and the Taskbar** check box to remove the check mark.



✚ Click **OK**.

Adjust Number of Shortcuts for Frequently Used Programs

- ✚ Right-click the **Start** button on the **Taskbar**.
- ✚ Choose **Properties** from the list of options.
- ✚ The **Taskbar and Start Menu Properties** dialog box will display (see illustration above left).
- ✚ Make sure that the **Start Menu** tab is selected.
- ✚ Click the **Customize** button.
- ✚ The **Customize Start Menu** dialog box will appear (see illustration above right).
- ✚ In the **Number of Recent Programs to Display** box, enter the number of programs to display on the **Start Menu**.
- ✚ Click **OK** twice to close both dialog boxes.

Customize Right Pane of Start Menu

It is possible to add or remove items that appear on the right side of the Start menu, such as Computer, Control Panel, and Pictures. Some items on the Start menu can be changed so that they appear as links or menus.

- ✦ Right-click the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear.
- ✦ Select the **Options** in the list that are to be changed.
- ✦ Click **OK** twice to exit both dialog boxes.

Restore Start Menu Default Settings

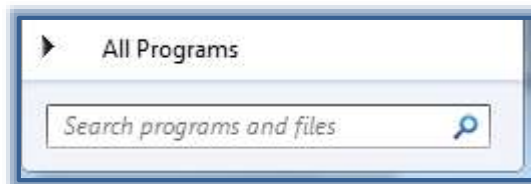
With Windows 7, it is possible to restore the Start Menu to the original default settings.

- ✦ **Right-click** the **Start** button on the **Taskbar**.
- ✦ Choose **Properties** from the list of options.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display.
- ✦ Make sure that the **Start Menu** tab is selected.
- ✦ Click the **Customize** button.
- ✦ The **Customize Start Menu** dialog box will appear.
- ✦ Click the **Use Default Settings** button on the bottom left side of the dialog box.
- ✦ Click **OK** to exit the dialog box.
- ✦ Click **OK** again to exit the **Properties** window.

Search for Programs from Start Menu

With Windows 7, it is possible to search for documents or programs directly from the Start Menu.

- ✦ Click the **Start Button** (see illustration at right).
- ✦ In the **Search** box, input a **word** or **phrase**.
 - ✦ The Search box appears at the **bottom** of the **Start Menu** (see illustration below).
 - ✦ A list of items that match the **Search** will appear in the left frame of the **Start Menu**.



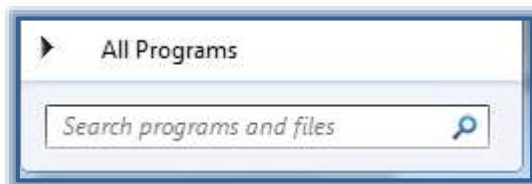
- ✦ Click the item in the left frame that matches the **Search** results.
- ✦ The item will open in the appropriate program.

Start a Program from the Start Menu

The real work to be performed in the Windows 7 environment starts with the software that can be run on the computer. There are several different ways that programs can be started. This section will describe the different ways that a program may be opened from the Start menu.

All Programs

- ✦ Click the **Start** button. This button is located in the lower left corner of the window (see illustration at right).
- ✦ Click the **All Programs** menu item. This option is located at the bottom of the **Start Menu** (see illustration below).



- ✦ A list of program folders will appear in the left pane.
- ✦ Click the folder, such as Microsoft Office, where the program is stored.
- ✦ Click the program that is to be opened.

Pinned Items List

- ✦ Click the **Start** button.
- ✦ In the **Pinned Items List** click the program that is to be opened.

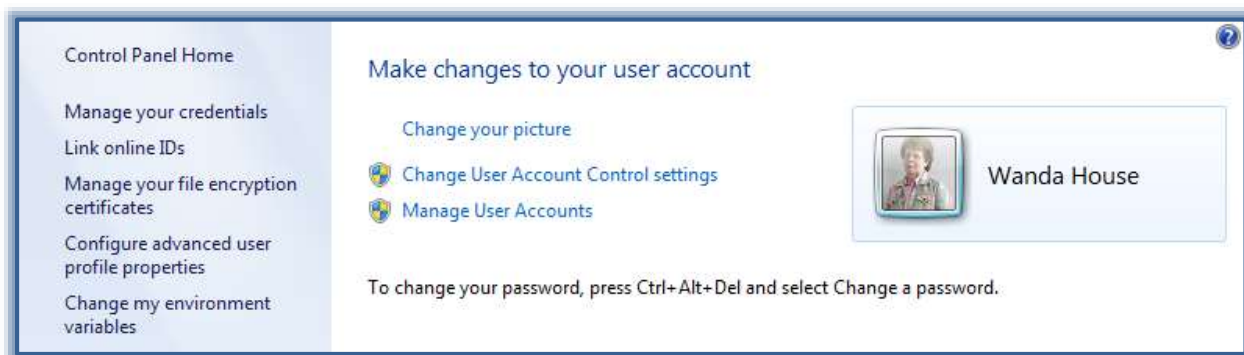
Search

- ✦ Click the **Start** button.
- ✦ In the **Search** box, start inputting the name of the program that is to be opened (see illustration above).
- ✦ A list of items matching the word or phrase will appear in the left frame.
- ✦ Click the program that is to be opened.

Change Picture

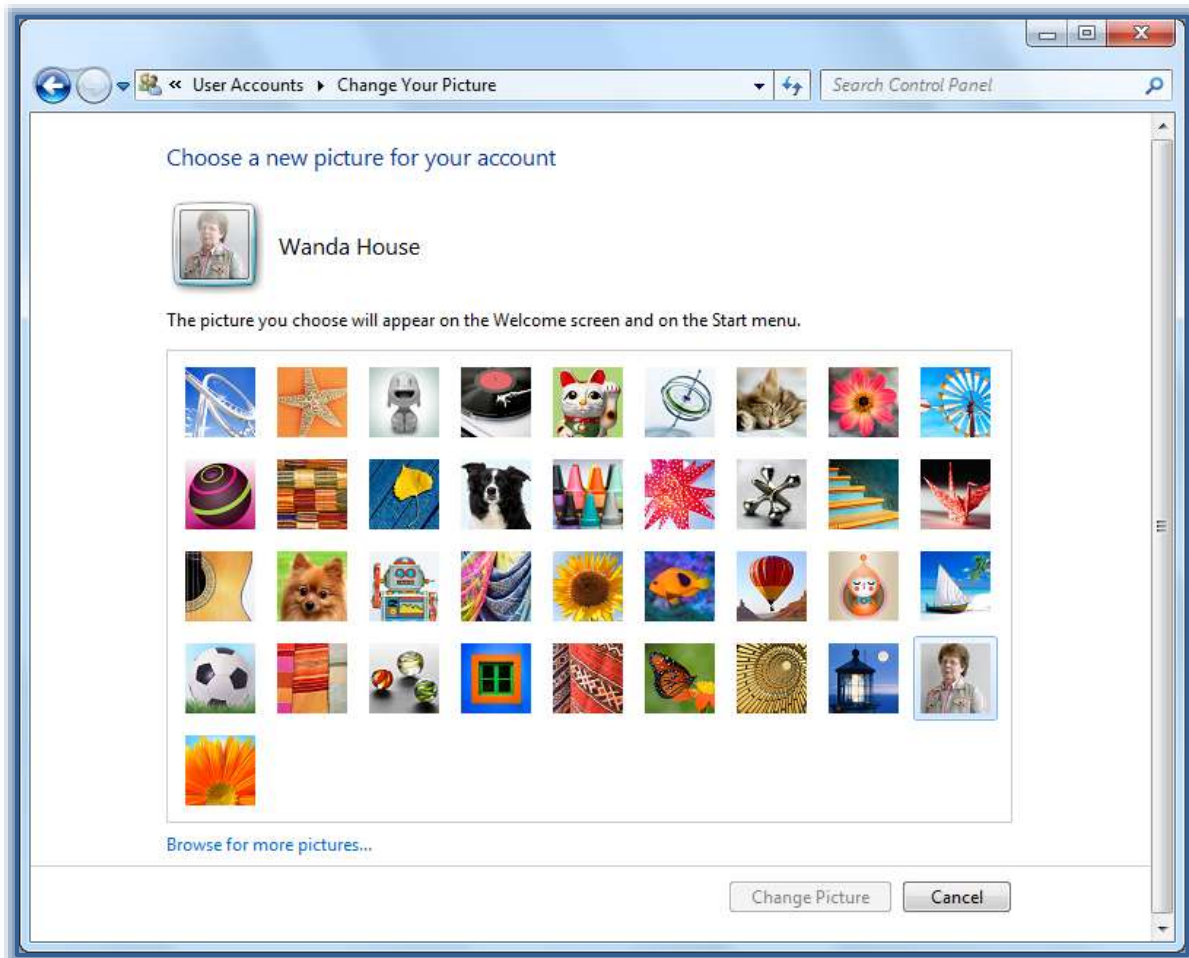
With Windows 7, it is possible to choose a picture that is associated with your user account. It is shown on screens or menus that display your user name, such as the Welcome Screen and the Start Menu.

- ✦ Click the **Start Menu** button (see illustration at right).
- ✦ A picture will appear at the top right side of the Start Menu.
- ✦ Click the **Picture**.
- ✦ The **Make changes to your user account** window will display (see illustration below).



- ✦ Click the **Change your picture** link.

- ✦ A gallery of pictures will appear (see illustration below).



- ✦ Click one of the pictures in the gallery.
- ✦ Click **Change Picture**.
- or
- ✦ Click the **Browse for more pictures** link.
- ✦ The **Open** window will display.
- ✦ Scroll to the area where the picture is located.
- ✦ Click the picture that is to be inserted.
- ✦ Click the **Open** button.
- ✦ The picture will be loaded.
- ✦ The user account window will display again with the picture displayed.